

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>Schedule No.:</b> 1876A1  <b>Page 1 of 1</b>
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		
<b>Agency:</b> University of Maryland College Park		<b>Division/Unit:</b> Residency Classification Office
Item No.	Description	Retention
2.	<p>Amendment to Residency Classification Office Schedule REPLACEMENT FOR ITEM #2:</p> <p><u>Residency Classification Files</u> Files contain Petition for Change in Residency Classification for Admission, Tuition and Charge Differential, related correspondence, and supporting documentation, which may include, but is not limited to, copies of the following items: deed, settlement statement, lease agreement and cancelled checks, proof of all income sources, most recently filed federal and state income tax returns, vehicle registration and title, driver's license, voter's registration card, and immigration information.</p>	<p>Retain for 3 years after semester of petition, then destroy. Since these files contain confidential information, care must be taken to destroy all information after the retention period so that it is not accessible to other parties.</p> <p><b>If UMCP Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at UMCP, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.</b></p>
Authorized by Department Head or Designated Representative Signature: <u>[Signature]</u> Title: <u>Director</u> Date: <u>8/4/97</u> Authorized by Vice President of Administrative Affairs Date: <u>8-12-97</u> Signature: <u>[Signature]</u> Type Name: <u>Charles F. Sturtz</u> Title: <u>V.P. for Ad. Affairs</u>		Schedule Authorized by State Archivist  <div style="text-align: center;">SEP 18 1997</div> Date: _____ Signature: <u>[Signature]</u>

